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MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Inspector General
Asst. Director for National Estimates
Asst. Director for Scientific Intelligence
Asst. Director for Research and Reports
Asst. Director for Intelligence Coordination
Asst. Director for Current Intelligence
Asst. Director for Collection and Dissemination
Asst. Director for Operations
Asst. Director for Communications
Asst. Director for Personnel
Chief, General Services
The Comptroller
General Counsel
The Auditor
Chief of Logistics
Chief, Medical Staff
Director of Security
Director of Training

SUBJECT: Survey of Electric Typewriters and Electric Business Machines by the General Services Administration.

1. The Chairman of the House Appropriations Committee has requested the General Accounting Office and the General Services Administration to make a survey of electrical business machines used throughout the Government. The General Services Administration has assumed the leadership with respect to electric typewriters and electric business machines.

2. The General Services Administration, in GSA Circular 73, dated September 17, 1953, has requested the Agency to report on its Fiscal Year 1953 utilization of electric typewriters and electric business machines not later than 10 October 1953. A copy of that circular defining the scope of the survey to be made, together with a prescribed form for reporting the required data and

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instructions for its preparation is attached. Your office will be concerned only with that part of the report pertaining to ELECTRIC TYPEWRITERS (Exhibit 1). The Logistics Office will furnish the data relating to Electric Business Machines in stock and on order (Exhibit 2). In order that an Agency consolidated report may be forwarded to the General Services Administration by 16 October 1953, it is requested that each Office forward its report in original and three copies not later than 12 October 1953 to Mr. [REDACTED], Organization and Methods Service, who has been designated as the Agency's representative to act as liaison with the General Services Administration and to assist the several components of the Agency using this type of equipment.

3. Sufficient copies of GSA Form 1134 (Exhibit 1) necessary to render the requested report may be obtained at Room 205, Alcott Hall.

4. Your cooperation in the preparation of the required data is requested.

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L. K. WHITE
Acting Deputy Director
(Administration)

1 Attach.

GSA Cir. No. 73, dtd 10 Sep 53.

9/30/53
Letter sent to Finance & Fiscal Control
Department, return by 8 Oct 1953
BJ